



London Borough of Hounslow

LICENSING ACT 2003 - SCHEDULE OF FEES

Fees in respect of applications to grant and vary an existing licence

Fees for the grant of a new licence and for the variation of an existing licence (except an application to vary the name of the designated premises supervisor) are set by central government; and the non-domestic rateable value of the applicant premises determines which of the five fee bands is applicable.

Premises that do not have a non-domestic rateable value, for example parks and open spaces, fall into Band A. Premises that form part of larger premises should use the non-domestic rateable value of the larger premises to determine the fee band. Premises that consist of two more areas with different non-domestic rateable values pay the fee for the band of the premises with the greatest non-domestic rateable value only.

Every application, except those made in respect of an “exempt premise”, must pay the base fee shown in the Table 1.

Furthermore applications in respect of premises that fall in Bands D and E that are used primarily for the sale of alcohol for consumption on the premises attract the additional fee shown in the final column of Table 1.

In addition to the base fee, and where applicable additional fee, premises that have the capacity to accommodate more than 5000 people must pay a supplementary as detailed in Table 2.

TABLE 1

Rateable value of applicant premises	Band	Base fee	Additional fee for premises used primarily for the sale of alcohol
Nil to £4,300	A	£100	Nil
£4,301 to £33,000	B	£190	Nil
£33,001 to £87,000	C	£315	Nil
£87,001 to £125,000	D	£450	Base Fee x 2
£125,001 and above	E	£635	Base Fee x 3

TABLE 2

Capacity of Premises	Supplementary Fee	Capacity of Premises	Supplementary Fee	Capacity of Premises	Supplementary Fee
5,000 to 9,999	£1,000	30,000 to 39,999	£16,000	70,000 to 79,999	£48,000
10,000 to 14,999	£2,000	40,000 to 49,999	£24,000	80,000 to 89,999	£56,000
15,000 to 19,999	£4,000	50,000 to 59,999	£32,000	90,000 and over	£64,000
20,000 to 29,999	£8,000	60,000 to 69,999	£40,000		

Who is exempt from paying the fee?

Applications made in respect of a school, college, church, church hall or community hall that are used solely for the purposes of providing **regulated entertainment** are exempt from the fee if the following conditions are met:

1. The holder of the premises licence or club premises certificate is:
 - (a) the proprietor of an educational institution which is a school or college; and
 - (b) the licence or certificate has effect in respect of premises that are or form part of the educational institution; and
 - (c) the provision of regulated entertainment on the premises is carried on by the educational institution for and on behalf of the purposes of the educational institution; or
2. That the premises licence or club premises certificate has effect in respect of premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.

There are no other fee reductions available, not even for charitable or non-profit making events.

Who do I make my cheque payable to?

London Borough of Hounslow

Will I get a receipt?

If you post your application to the Licensing Team you will only be issued a receipt if you specifically request one and enclose a self-addressed envelope with the application.

How much will it cost each year for the licence

Table 3 details the fee you have to pay each year. This fee is due one year after the issue of the licence. You will be offered the opportunity to set up a direct debit for the collection of the annual fee.

TABLE 3

Band	Annual base fee	Additional fee for premises used primarily for the sale of alcohol	Supplementary Fee for premises that have capacity for more than 5000 persons			
			Capacity of Premises	Supplementary Fee	Capacity of Premises	Supplementary Fee
A	£70	Nil	5,000 to 9,999	£500	40,000 to 49,999	£12,000
B	£180	Nil	10,000 to 14,999	£1,000	50,000 to 59,999	£16,000
C	£295	Nil	15,000 to 19,999	£2,000	60,000 to 69,999	£20,000
D	£320	Base Fee x 2	20,000 to 29,999	£4,000	70,000 to 79,999	£24,000
E	£350	Base Fee x 3	30,000 to 39,999	£8,000	80,000 to 89,999	£28,000
					90,000 and over	£32,000

Other Fees

Table 4 details other fees payable for various types of applications/notices/requests.

TABLE 4

Application/Notice Type	Fee
Application for copy of a Premises Licence or Summary (on theft, loss etc)	10.50 each
Notification of change of name, address of Premises Licence holder <u>or</u> designated premises supervisor	10.50
Application to vary the person designated as the premises supervisor	23.00
Designated Premises Supervisor being disappled	23.00
Application to transfer Premises Licence	23.00
Minor Variation	89.00
Interim Authority Notices	23.00
Application for making a Provisional Statement	315.00
Application for copy of a Club Premises Certificate or Summary (on theft, loss etc)	10.50 each
Notification of change of name by a Club <u>or</u> alteration of Club rules	10.50
Notification of a change of relevant registered address of a Club	10.50
Notification of a Temporary Event	21.00
Application for a copy of a Temporary Event Notice (on theft, loss etc)	10.50
Notification of an interest in any premises	21.00
Application for grant/renewal of a Personal Licence	37.00
Application for a copy of Personal Licence (on theft, loss etc)	10.50
Notification of change of name and address of Personal Licence holder	10.50
Request for a copy of an entry in the Licensing Register	12.00